



COLLIN COUNTY

Information Services
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To: Judge Keith Self
Commissioner Fletcher
Commissioner Hill
Commissioner Williams
Commissioner Webb
Bill Bilyeu

From: Caren Skipworth, IT Director

Date: July 1st, 2015

Re: IT Cell Phone Policy Update

The Information Technology Department would like to respectfully request the courts approval to update existing court approved "2013 - IT Cell Phone Policy". Updates include minor revisions to the existing policies/procedures for replacement of cell phones and ordering of accessories.

References to changes made to policy:

- Section 5.2 Authorized Use – added personal and additional permitted use
- Section 5.9 International Service Plans – added international service plan
- Section 5.12 Replacement of Cellular Telephones – added replacement of smartphones